



# NOTICE OF VACANCY

<b>JOB TITLE:</b>	<b>Maintenance Worker II</b>
<b>SALARY:</b>	<b>\$18,928.31</b>
<b>DEPARTMENT:</b>	<b>Utilities</b>
<b>CLOSING DATE:</b>	<b>Open Until filled</b>

## **MAJOR DUTIES:**

Sweeps, mops, waxes, and buffs floors. Cleans restrooms and replenishes supplies; cleans drinking fountains, windows, and walls. Replaces light bulbs, empties trash, and sweeps outside walks. Performs minor maintenance and ground maintenance. Operates a polishing machine and a vacuum cleaner. Moves office equipment furniture and equipment. Serves as a resource to subordinate personnel.

## **MINIMUM QUALIFICATIONS:**

**Education:** High School diploma, trade school, or equivalent level of education.

**Experience:** 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Considerable knowledge of cleaning methods, materials, and equipment and grounds keeping methods and techniques. Familiarity with county and department policies and procedures. Proficiency in powered lawn maintenance equipment, ground vehicles, and makes routine building repairs. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel.

**Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.**

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

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